

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF POSTSECONDARY EDUCATION
WASHINGTON, D.C. 20202**
www.ed.gov/ope

**FY 2011
APPLICATION FOR GRANTS
UNDER THE NORTH AMERICAN MOBILITY
IN HIGHER EDUCATION PROGRAM**

CFDA Number: 84.116N

FORM APPROVED

OMB no. 1840-0702, Expiration Date: 10/31/2012



DATE MATERIAL – OPEN IMMEDIATELY

CLOSING DATE: MAY 17, 2011

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Dear Applicant,

Thank you for your interest in applying for a grant under the Program for North American Mobility in Higher Education (North American Program). The North American Program is designed to assist colleges and universities in the United States, Canada, and Mexico in giving students a North American perspective on education and training in a wide range of subject areas. The ultimate intent of the program is to assist with the building of a North American community. The governments of the United States, Canada, and Mexico have all issued guidelines to this end. Some differences do exist to reflect country-specific needs. Those differences are clearly outlined in the guidelines. Applicants from each country should use only the application materials issued by their respective government when completing the applications. Only applications that are submitted in Canada, Mexico, and the U.S. by the closing date are eligible for funding in this competition. **The closing date for applications is 4:30:00 PM, Washington DC time, May 17, 2011.**

The North American Program fosters student exchange within the context of multilateral curricular development. Students benefit from having an added "North American" curriculum perspective and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad. The Program is administrated collectively by the International and Foreign Language Education Service (IFLE), U.S. Department of Education; Human Resources and Skills Development Canada (HRSDC); and in Mexico by the Dirección General de Educación Superior Universitaria, Secretaría de Educación Pública (SEP). Projects for 2011 will begin in September 2011.

Applications for FY 2011 grants under the North American Program must be submitted electronically using Grants.gov. You must submit an electronic application unless you follow the procedures in the Federal Register Notice and qualify for an exception to this requirement. Late applications will not be accepted and will not be reviewed. We strongly suggest that you submit your application several days before the submission date. No changes or additions to an application will be accepted after the deadline date.

You are reminded that the document published in the Federal Register is the official document, and that you should not rely upon any information that is inconsistent with the guidance contained within the official document.

Please review carefully the guidelines and application materials for the North American Program. We encourage consortial arrangements that include diverse institutions with the capacity to sustain their efforts beyond the grant period. We look forward to receiving your application.

Sincerely,

Samuel D. Eisen
Director
Advanced Training and Research Group
International and Foreign Language Education Service

INTRODUCTION

The Program for North American Mobility in Higher Education is a funding competition undertaken co-operatively by the governments of Canada, the United States and Mexico. The purpose is to promote a student-centred North American dimension to education and training in a wide range of academic and professional disciplines that complement existing forms of bilateral and trilateral exchange among the three countries. The program seeks to foster curriculum development and student exchange within the context of multilateral curricular development. Students will benefit from having an added North American curriculum and cultural dimension to their studies through a combination of trilateral curricular innovation and study abroad.

The program will support collaborative efforts in the form of consortial partnerships consisting of either 1) at least two academic institutions from each country, funded for a period of four years, or 2) a partnership consisting of one academic institution from each country for a period of three years. The Governments of Canada, the United States and Mexico issue similar program guidelines. As some differences do exist in funding levels and country-specific requirements, applicants from each country must only use the version of guidelines and forms issued by their own government when completing the application. The program is administered collectively by Human Resources and Skills Development Canada (HRSDC), International and Foreign Language Education Service (IFLE), U.S. Department of Education, and the Dirección de Proyectos Especiales de la Dirección General de Educación Superior Universitaria, Secretaría de Educación Pública (SEP) in Mexico. Addresses and contact information for each government can be found under the section on submitting proposals.

TIMETABLE

Canada, Mexico, and the United States will provide financial assistance for participating institutions within their own borders. It is anticipated that up to 10 projects may be funded. Consortia activities will commence in September 2011.

The proposed timetable for the 2011 competition is:

March 25, 2011	Call for proposals
May 17, 2011	Application submission date
June 2011	Review of proposals
July 2011	Joint selection meeting
August 2011	Notification of projects approved
September 2011	Project activities begin

OBJECTIVES

The program aims to improve the quality of human resource development in the three countries and to explore ways to prepare students for work throughout North America by:

- The development of shared or common curricula among North American higher education institutions;
- The mutual recognition and portability of academic credits among North American higher education institutions;
- The acquisition of languages and exposure to the cultures of Canada, the United States, and Mexico;
- The development of student apprenticeships or other work-related experiences; and
- An increased co-operation and exchange among academic personnel from North American higher education institutions.

The program encourages consortia to achieve these objectives by extending partnerships beyond higher education and training institutions to include others such as business, professional associations, and public authorities in the three countries. The objectives of the program are to be achieved by promoting an innovative range of cooperative student-centered higher education and training activities among the different regions of Canada, Mexico and the United States through the encouragement of joint projects undertaken by trilateral consortia. The program will support original projects that can best be carried out through multilateral groupings. It is not designed or intended to duplicate activities, which are, or can be, carried out on a bilateral basis between Canada, Mexico, and the United States.

PRIORITIES

The U.S. guidelines include the following absolute priority. This priority supports the formation of educational consortia of United States (U.S.), Canadian, and Mexican institutions. To meet this priority, the applicant must propose a project that supports cooperation in the coordination of curricula; the exchange of students, if pertinent to grant activities; and the opening of educational opportunities among the U.S., Canada, and Mexico. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution, the applicant in Mexico must be a Mexican institution, and the applicant in Canada must be a Canadian institution. Canadian and Mexican institutions participating in any consortium proposal under this priority may apply, respectively, to Human Resources and Social Development Canada (HRSDC) or the Mexican Secretariat for Public Education (SEP), for additional funding under separate but parallel Canadian and Mexican competitions.

The U.S. guidelines include three invitational priorities. Please review the Federal Register closing date notice for details. The priorities apply only to the U.S. institutions in the

consortium. We invite you to consider the inclusion of one, two, or all of the priorities in your proposal but it is important to remember that you will not receive additional points, special consideration, or additional funds. The strategic goals for the Department of Education as they apply to international education programs focus on developing future programs in areas of the world that are of increasing importance, the inclusion of underrepresented student populations and institutions, and increasing the number of proposals from new applicant institutions.

A competitive proposal may be funded under the general guidelines, but if you include any of the three invitational priorities in your proposal, it is important to include this in the narrative. With respect to the first priority for planning a partnership with a country other than Mexico or Canada, you must include a plan with details about activities, travel, country destination, and proposed institution. If your proposal is funded with this invitational priority, you will be approved for international travel to your consortium partners plus the additional country. Student stipends may not be used for the new partnership initiative.

We recommend that if you plan to develop a new partnership, this is done in the first two years of your grant. You must explain in the budget and in the budget narrative the amount of funding you plan to use from the regular project budget. This will be carefully reviewed by program staff to insure that you can carry out all the commitments with your consortium partners. Please address any travel and security concerns related to the additional country partner, as well as any applicable institutional policies that would affect faculty or staff travel

CONSORTIA

For four year awards:

Each consortium must involve two higher education or training institutions from each of the three countries for a total of six partners per project. We do not recommend additional academic partners. In Canada, institutions must be from at least two different provinces or territories. In Mexico institutions must involve at least two higher education institutions and the leader must be a higher education public institution. Partnerships among institutions in different states in Mexico will be preferred. In the United States the two institutional partners may be from the same or different states. The applying consortium should nominate one lead institution from Canada, one from Mexico, and one from the U.S. In Mexico, the lead institution must be a public institution. The lead institution is the recipient and fiscal agent for the grant.

For three year awards:

Each partnership must involve one higher education or training institution from each of the three countries for a total of three partners for project. Institutions applying for the three year award should not have received funding under this program during the past five years. This component is targeted towards institutions which have not traditionally participated in the program to date.

If applicable, third and subsequent partners in each country may be other education and training institutions or other relevant organizations (e.g. businesses, non-governmental organizations, publishers, government departments, chambers of commerce, research institutes, etc.) in the same or other provinces and states. However, funding is intended only for academic institutions

in each consortium. There should be parity in the number of academic institutions from each country involved in each consortium. It is vital that all academic institutions participate fully in the consortium.

The members of the consortium must prepare a common proposal narrative to be submitted by the lead institution in each country to its respective government. Although the application guidelines released by each of the three countries are essentially the same, the lead institution in each country should refer to its respective government guidelines for country-specific forms and requirements.

Proposals must include, for each partner institution, at least one letter of endorsement from a senior executive officer (e.g., rector, vice-chancellor, president). Other letters from officials responsible for international student activity (heads of international liaison offices, registrars, and academic deans and /or department heads) are optional. Letters should indicate how the project fits within the international strategy of the institution and emphasize what the proposed project will add to that strategy. Endorsement letters should indicate the institution's willingness and intent to sign agreements on credit transfer and tuition fee waiver with partner institutions, and also include details about how the institution intends to support the project in the areas of institutional commitment, student language preparation and assessment, and student tuition and fees.

Partnerships may be new or may build on existing international or domestic linkages. Projects, however, must be new. They cannot be used to duplicate or simply extend existing activities. It is important that each partner's contribution to the joint project be clearly indicated in the proposal. This should include descriptions of all staff involved in the project. Proposals developing links among different types of higher education and training institutions are eligible, as are proposals establishing links with business/industry, and other relevant organizations. During the life of the project, the inclusion of additional partners may be favourably considered if this has no implication for an increase in the program funding received. Such a change in the scope of the project must include government approval, agreement among all the partners, and a signed addendum to the memorandum of understanding.

Ensuring the broadest possible participation in the program is a high priority given the relatively small number of projects which can be supported. Although institutions may submit multiple proposals for multiple projects, individual faculties or departments should not associate themselves with more than one joint proposal.

COOPERATIVE PROJECTS

Consortia projects should be student-centered. The potential academic and professional impact on students from all three countries should be central to the design of the project. Proposals should also clearly indicate the target student population (e.g., fourth-year undergraduate business students) as well as the number of students who will benefit from the project.

The program does not fund doctoral-level projects. Projects that focus primarily on masters' theses or research are generally not competitive.

The projects should focus on innovative activities which meet all essential program objectives set out above. Proposals should address how, in concrete terms, the consortium project addresses program objectives. All disciplinary fields as well as cross-disciplinary and multi-disciplinary studies, both at masters and undergraduate levels, are eligible for consideration. The U.S. Department of Education has a strong interest in supporting projects designed to increase professional mobility in fields of relevance to the evolving North American trade relationship, the environment and sustainable development, public health, and human resources development.

Projects should focus first and foremost on trilateral cooperation and development of shared curriculum based on faculty collaboration. Within a carefully defined curriculum the second focus should be on student mobility. The activities should aim not only to send students abroad, but also integrate a new perspective into what and how one learns. Plans should include taking full advantage of learning via new and innovative technologies.

YEAR ONE

The first year of the project may be devoted to finalizing administrative planning and co-operative trilateral arrangements among consortium partners at the institutional level. During year one the consortia may formalize agreements and finalize collaboration on the shared curriculum. In order to ensure the success of the entire project, funding for the subsequent years will be contingent upon satisfactory achievements during the first year. Evidence must clearly demonstrate that all institutional partners are fully committed to work together and that formal arrangements are in place to achieve the stated goals and objectives. Students may be sent abroad in the first year if the agreement has already been signed.

By June 1 of year one, the trilateral consortium will be required to submit to the three funding authorities a copy of the Memorandum of Understanding (MOU) by all partner institutions with respect to a) academic credit transfer and recognition, and b) student tuition and fees.

HRSDC, SEP, and IFLE reserve the right to terminate project that does not submit a signed Memorandum of Understanding by June 1, and does not initiate student exchanges by the beginning of the second year.

FUNDING

Financial support will be awarded to successful consortia for four or three years, contingent upon funding. In addition to the requirements for the first year, funding for each subsequent year of the project will be contingent upon evidence of satisfactory progress being made in the attainment of goals and objectives. Funding is intended as seed support for carrying out joint innovative projects which can be accomplished within the grant period and which can, once

established, be continued without on-going program support. Proposals should indicate how activities will be sustained beyond the funding period.

Applicants should note that funding levels for projects vary by country. Note carefully the implications this may have for project activities such as student and faculty mobility, and travel. In Mexico each consortium receives a total four-year award of 1,000,000 pesos. In Canada each consortium receives \$160,000 Canadian dollars. In the United States each consortium receives a total award of \$90,000 - \$180,000 U.S. dollars. See the budget instructions for each country to see how these awards are allocated.

SELECTION

Stage one: External reviewers will evaluate proposals that are based on the following criteria:

1. The significance of the project (20 points), as determined by:
 - a. The extent to which the proposed project involves the development or demonstration of promising new strategies that build on, or are alternatives to, existing strategies;
 - b. The likely utility of the products (such as information, materials, processes, or techniques) that will result from the proposed project, including the potential for use in a variety of other settings;
 - c. The importance or magnitude of the results or outcomes likely to be attained by the project, especially improvements in teaching and student achievement;
2. The quality of the project design (20 points), as determined by:
 - a. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable;
 - b. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs;
3. The quality of project personnel (20 points), as determined by:
 - a. The qualifications, including relevant training and experience, of key project personnel;
 - b. The extent to which the applicant encourages applications for employment from persons who are members of groups that have traditionally been underrepresented based on race, color, national origin, gender, age, or disability;
4. The adequacy of resources (20 points), as determined by:

- a. The potential for continued support of the project after government funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support;
 - b. The relevance and demonstrated commitment of each partner to the implementation and success of the project;
5. The quality of project evaluation (20 points), as determined by:
- a. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project; and
 - b. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible.

Stage two: The government agencies from the three countries meet in a joint selection meeting.

The feedback from the three separate external reviews is used to assist in discussions with international government partners. Canada, the United States and Mexico will come to a consensus and negotiate the final selection of the projects.

REQUIREMENTS

Annual and Final Performance Reports

The Canadian, American and Mexican funding bodies will carefully monitor the progress of projects towards their goals through communication with their respective lead institutions. Each project leader will be required to submit to their respective government authority an annual report which provides information about progress on consortium goals, including student mobility, curricular development, and project expenditures.

Note carefully the submission dates. In Canada and in Mexico annual reports are due one month after the anniversary date of the project. In the United States annual reports are submitted electronically and are due by June 1 each year.

Memorandum of Understanding

The signed memorandum of understanding must be submitted to each country's agency by June 1 in the first year of funding. Student travel may not take place without a signed memorandum. The memorandum is a required component of the annual report.

Annual and Final Evaluation Reports

Each year, and also at the conclusion of the project, the U.S. lead institution must submit an evaluation report completed by an independent evaluator. When a project is funded, IFLE will issue more specific instructions for this requirement.

Annual Meetings

The annual meeting is held over a two to three day period on a rotating basis among the three countries. This provides an opportunity for different consortia to share ideas and review issues of common interest. It is also intended as a forum for discussion to help guide the three government funding bodies to make trilateral decisions on how best to co-ordinate the program. Consortia are given time during the meeting to meet as a group by themselves as well as with program officials from the three countries. Budgets include funding to support participation for each partner institution in these annual meetings. There is no meeting currently scheduled for 2011. Future meetings may take place in Mexico in 2012 and the U.S. in 2013. Funds should be budgeted in year three for the U.S. meeting.

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 8.1.2). Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov. We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Also, applicants should be aware that on October 11, 2010, Grants.gov implemented a new security build which requires each organization’s e-Biz POC (Point of Contact) update their Grants.gov registration. To complete this step, the e-Biz POC must have their DUNS number and CCR MPIN. We recommend this step be completed several days before application submission unless the e-Biz POC has already responded to this requirement. For more information on this topic, please visit this Grants.gov information link: <http://www.grants.gov/securitycommebiz/>.

- 1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]
- 2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the CCR (Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the Department of Education receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site:

http://www.grants.gov/applicants/applicant_faqs.jsp#54. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/assets/AdobeReaderErrorMessages.pdf>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or use the customer support available on the Web site: http://www.grants.gov/applicants/applicant_help.jsp.

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application.

You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.

Please go to http://www.grants.gov/applicants/applicant_help.jsp for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov http://www.grants.gov/help/submit_application_faqs.jsp.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: http://www.grants.gov/help/download_software.jsp. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include .pdf files** in their application:

1. Ensure that you attach ***PDF files only*** for any attachments to your application. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files. Any attachments uploaded that are not .PDF files or are password protected files will not be read. If you need assistance converting your files to a .pdf format, please refer to this Grants.gov webpage with links to conversion programs:
http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs

2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

CLOSING DATE NOTICE

4000-01-U

DEPARTMENT OF EDUCATION

Office of Postsecondary Education

Overview Information

International and Foreign Language Education Service (IFLE):

Fund for the Improvement of Postsecondary Education (FIPSE)--

Special Focus Competition: Program for North American Mobility
in Higher Education

Notice inviting applications for new awards for fiscal year (FY)
2011.

Catalog of Federal Domestic Assistance (CFDA) Number:

84.116N.

Dates:

Applications Available: March 25, 2011.

Deadline for Transmittal of Applications: May 17, 2011.

Deadline for Intergovernmental Review: July 16, 2011.

Full Text of Announcement

I. Funding Opportunity Description

Purpose of Program: To provide grants for or to enter into
cooperative agreements to improve postsecondary education
opportunities by focusing on problem areas or improvement
approaches in postsecondary education.

Priorities: This competition includes one absolute priority and three invitational priorities.

Absolute Priority: This priority is from the notice of final priorities for this program, published in the Federal Register on December 11, 2009 (74 FR 65764). For FY 2011, this priority is an absolute priority. Under 34 CFR 75.105 (c)(3), we consider only applications that meet this priority.

This priority is:

This priority supports the formation of educational consortia of United States (U.S.), Canadian, and Mexican institutions. To meet this priority, the applicant must propose a project that supports cooperation in the coordination of curricula; the exchange of students, if pertinent to grant activities; and the opening of educational opportunities among the U.S., Canada, and Mexico. In order to be eligible for an award under this priority, the applicant in the U.S. must be a U.S. institution, the applicant in Mexico must be a Mexican institution, and the applicant in Canada must be a Canadian institution.

Canadian and Mexican institutions participating in any consortium proposal under this priority may apply, respectively, to Human Resources and Social Development Canada (HRSDC) or the Mexican Secretariat for Public Education (SEP), for additional funding under separate but parallel Canadian and Mexican competitions.

Within this absolute priority, we are particularly interested in applications that address the following invitational priorities.

Invitational Priorities: For FY 2011, these priorities are invitational priorities. Under 34 CFR 75.105(c)(1), we do not give an application that meets these invitational priorities a competitive or absolute preference over other applications.

These priorities are:

Invitational Priority 1:

This priority invites projects that include a plan to work with an institution of higher education in another country in Latin America (in addition to Mexico) to create a partnership that would focus on key elements of international student exchange programs such as: developing cooperative bilateral arrangements, crafting inter-institutional bilateral Memorandums of Understanding, student recruitment and selection strategies, student language and preparation requirements, tuition reciprocity agreements, student fees, curriculum development, student credit transfer and/or recognition, and financial sustainability.

Invitational Priority 2:

In order to increase the participation of underrepresented students in international education and foreign language learning, the Secretary encourages applications from consortia that include community colleges or minority-serving institutions eligible for assistance under part A or B of title III or under

title V of the HEA. (Please refer to section III. 1. Eligible Applicants for additional information on applications from consortia.)

Invitational Priority 3:

This priority invites applications from consortia in which the lead applicant institution has not served as a lead or partner grantee institution in a consortia funded under this program since FY 2006. (Please refer to section III. 1. Eligible Applicants for additional information on applications from consortia and lead and partner applicant/grantee institutions.)

Program Authority: 20 U.S.C. 1138-1138d.

Applicable Regulations: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 80, 82, 84, 85, 86, 97, 98, and 99. (b) The notice of final priorities for this program, published in the Federal Register on December 11, 2009 (74 FR 65764).

Note: The regulations in 34 CFR part 79 apply to all applicants except federally recognized Indian tribes.

Note: The regulations in 34 CFR part 86 apply to institutions of higher education (IHEs) only.

II. Award Information

Type of Award: Discretionary grants.

Estimated Available Funds: The Administration has requested \$64,036,000 for the FIPSE program for FY 2011, of which we

intend to use an estimated \$300,000 for this competition. The actual level of funding, if any, depends on final congressional action. However, we are inviting applications to allow enough time to complete the grant process, if Congress appropriates funds for this program.

Estimated Range of Awards: \$30,000-\$50,000 for the first year and \$90,000-\$180,000 for the duration of the grant.

Estimated Average Size of Awards: The average award for a three-year grant is \$90,000. The average award for a four-year grant is \$180,000.

Estimated Number of Awards: 9-10.

Note: The Department is not bound by any estimates in this notice.

Project Period: 36 to 48 months.

III. Eligibility Information

1. Eligible Applicants: Institutions of higher education (IHEs), other public and private nonprofit institutions and agencies, and combinations of these institutions and agencies. The application must designate a lead U.S. applicant and the lead Mexican and Canadian applicants and must clearly specify its partner applicants in the U.S., Mexico, and Canada.

2. Cost Sharing or Matching: This program does not require cost sharing or matching.

IV. Application and Submission Information

1. Address to Request Application Package: ED Pubs, U.S. Department of Education, P.O. Box 22207, Alexandria, VA 22304. Telephone, toll free: 1-877-433-7827. FAX: (703) 605-6794. If you use a telecommunications device for the deaf (TDD), call, toll free: 1-877-576-7734.

You can contact ED Pubs at its Web site, also: www.EDPubs.gov or at its e-mail address: edpubs@inet.ed.gov.

If you request an application package from ED Pubs, be sure to identify this program or competition as follows: CFDA number 84.116N.

Individuals with disabilities can obtain a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) by contacting the person listed under Accessible Format in section VII of this notice.

2. Content and Form of Application Submission:

Requirements concerning the content of an application, together with the forms you must submit, are in the application package for this program.

Word Limit: The application narrative is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit the application narrative to 5000 words (counting every word including "a",

"the", etc). We suggest using the following standards in formatting the application narrative:

- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger, or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will not be accepted.

The 5000-word limit does not apply to the cover sheet; the budget section, including the budget narrative; the assurances and certifications; the one-page abstract; the resumes; the bibliography; or the letters of support.

We will reject your application if you exceed the word limit.

3. Submission Dates and Times:

Applications Available: March 25, 2011

Deadline for Transmittal of Applications: May 17, 2011.

Applications for grants under this program must be submitted electronically using the Grants.gov Apply site

(Grants.gov). For information (including dates and times) about how to submit your application electronically, or in paper format by mail or hand delivery if you qualify for an exception to the electronic submission requirement, please refer to section IV. 7. Other Submission Requirements of this notice.

We do not consider an application that does not comply with the deadline requirements.

Individuals with disabilities who need an accommodation or auxiliary aid in connection with the application process should contact the person listed under For Further Information Contact in section VII of this notice. If the Department provides an accommodation or auxiliary aid to an individual with a disability in connection with the application process, the individual's application remains subject to all other requirements and limitations in this notice.

Deadline for Intergovernmental Review: July 16, 2011.

4. Intergovernmental Review: This program is subject to Executive Order 12372 and the regulations in 34 CFR part 79. Information about Intergovernmental Review of Federal Programs under Executive Order 12372 is in the application package for this program.

5. Funding Restrictions: We reference regulations outlining funding restrictions in the Applicable Regulations section of this notice.

6. Data Universal Numbering System Number, Taxpayer Identification Number, and Central Contractor Registry: To do business with the Department of Education, you must--

- a. Have a Data Universal Numbering System (DUNS) number and a Taxpayer Identification Number (TIN);
- b. Register both your DUNS number and TIN with the Central Contractor Registry (CCR), the Government's primary registrant database;
- c. Provide your DUNS number and TIN on your application; and
- d. Maintain an active CCR registration with current information while your application is under review by the Department and, if you are awarded a grant, during the project period.

You can obtain a DUNS number from Dun and Bradstreet. A DUNS number can be created within one business day.

If you are a corporate entity, agency, institution, or organization, you can obtain a TIN from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.

The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also

note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.

In addition, if you are submitting your application via Grants.gov, you must (1) be designated by your organization as an Authorized Organization Representative (AOR); and (2) register yourself with Grants.gov as an AOR. Details on these steps are outlined in the Grants.gov 3-Step Registration Guide (see www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).

7. Other Submission Requirements:

Applications for grants under this program must be submitted electronically unless you qualify for an exception to this requirement in accordance with the instructions in this section.

a. Electronic Submission of Applications.

Applications for grants under the Program for North American Mobility in Higher Education, CFDA number 84.116N, must be submitted electronically using the Governmentwide Grants.gov Apply site at www.Grants.gov. Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. You may not e-mail an electronic copy of a grant application to us.

We will reject your application if you submit it in paper format unless, as described elsewhere in this section, you qualify for one of the exceptions to the electronic submission

requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. Further information regarding calculation of the date that is two weeks before the application deadline date is provided later in this section under Exception to Electronic Submission Requirement.

You may access the electronic grant application for North American Mobility in Higher Education at www.Grants.gov. You must search for the downloadable application package for this program by the CFDA number. Do not include the CFDA number's alpha suffix in your search (e.g., search for 84.116, not 84.116N).

Please note the following:

- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation.
- Applications received by Grants.gov are date and time stamped. Your application must be fully uploaded and submitted and must be date and time stamped by the Grants.gov system no later than 4:30:00 p.m., Washington, DC time, on the application deadline date. Except as otherwise noted in this section, we will not accept your application if it is received--that is, date and time stamped by the Grants.gov system--after 4:30:00 p.m., Washington, DC time, on the application deadline date. We do not consider an application that does not comply with the

deadline requirements. When we retrieve your application from Grants.gov, we will notify you if we are rejecting your application because it was date and time stamped by the Grants.gov system after 4:30:00 p.m., Washington, DC time, on the application deadline date.

- The amount of time it can take to upload an application will vary depending on a variety of factors, including the size of the application and the speed of your Internet connection. Therefore, we strongly recommend that you do not wait until the application deadline date to begin the submission process through Grants.gov.

- You should review and follow the Education Submission Procedures for submitting an application through Grants.gov that are included in the application package for this program to ensure that you submit your application in a timely manner to the Grants.gov system. You can also find the Education Submission Procedures pertaining to Grants.gov under News and Events on the Department's G5 system home page at <http://www.G5.gov>.

- You will not receive additional point value because you submit your application in electronic format, nor will we penalize you if you qualify for an exception to the electronic submission requirement, as described elsewhere in this section, and submit your application in paper format.

- You must submit all documents electronically, including all information you typically provide on the following forms: the Application for Federal Assistance (SF 424), the Department of Education Supplemental Information for SF 424, Budget Information--Non-Construction Programs (ED 524), and all necessary assurances and certifications.

- You must upload any narrative sections and all other attachments to your application as files in a .PDF (Portable Document) format only. If you upload a file type other than a .PDF or submit a password-protected file, we will not review that material.

- Your electronic application must comply with any word-limit requirements described in this notice.

- After you electronically submit your application, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. (This notification indicates receipt by Grants.gov only, not receipt by the Department.) The Department then will retrieve your application from Grants.gov and send a second notification to you by e-mail. This second notification indicates that the Department has received your application and has assigned your application a PR/Award number (an ED-specified identifying number unique to your application).

- We may request that you provide us original signatures on forms at a later date.

Application Deadline Date Extension in Case of Technical Issues with the Grants.gov System: If you are experiencing problems submitting your application through Grants.gov, please contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. You must obtain a Grants.gov Support Desk Case Number and must keep a record of it.

If you are prevented from electronically submitting your application on the application deadline date because of technical problems with the Grants.gov system, we will grant you an extension until 4:30:00 p.m., Washington, DC time, the following business day to enable you to transmit your application electronically or by hand delivery. You also may mail your application by following the mailing instructions described elsewhere in this notice.

If you submit an application after 4:30:00 p.m., Washington, DC time, on the application deadline date, please contact the person listed under For Further Information Contact in section VII of this notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number. We will accept your application if we can confirm that a technical problem occurred with the Grants.gov system and that that problem affected your ability to submit your application by 4:30:00 p.m., Washington, DC time, on the application deadline date. The Department will

contact you after a determination is made on whether your application will be accepted.

Note: The extensions to which we refer in this section apply only to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application to Grants.gov before the application deadline date and time or if the technical problem you experienced is unrelated to the Grants.gov system.

Exception to Electronic Submission Requirement: You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because--

- You do not have access to the Internet; or
- You do not have the capacity to upload large documents to the Grants.gov system;

and

- No later than two weeks before the application deadline date (14 calendar days; or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.

If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date.

Address and mail or fax your statement to: Amy Wilson, U.S. Department of Education, 1990 K Street, NW., room 6082, Washington, DC 20006-8544. FAX: (202) 502-7859.

Your paper application must be submitted in accordance with the mail or hand delivery instructions described in this notice.

b. Submission of Paper Applications by Mail.

If you qualify for an exception to the electronic submission requirement, you may mail (through the U.S. Postal Service or a commercial carrier) your application to the Department. You must mail the original and two copies of your application, on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116N)
LBJ Basement Level 1
400 Maryland Avenue, SW.
Washington, DC 20202-4260

You must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary of the U.S. Department of Education.

If you mail your application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Service.

If your application is postmarked after the application deadline date, we will not consider your application.

Note: The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.

c. Submission of Paper Applications by Hand Delivery.

If you qualify for an exception to the electronic submission requirement, you (or a courier service) may deliver your paper application to the Department by hand. You must deliver the original and two copies of your application by hand,

on or before the application deadline date, to the Department at the following address:

U.S. Department of Education
Application Control Center
Attention: (CFDA Number 84.116N)
550 12th Street, SW.
Room 7041, Potomac Center Plaza
Washington, DC 20202-4260

The Application Control Center accepts hand deliveries daily between 8:00 a.m. and 4:30:00 p.m., Washington, DC time, except Saturdays, Sundays, and Federal holidays.

Note for Mail or Hand Delivery of Paper Applications: If you mail or hand deliver your application to the Department--

(1) You must indicate on the envelope and--if not provided by the Department--in Item 11 of the SF 424 the CFDA number, including suffix letter, if any, of the competition under which you are submitting your application; and

(2) The Application Control Center will mail to you a notification of receipt of your grant application. If you do not receive this notification within 15 business days from the application deadline date, you should call the U.S. Department of Education Application Control Center at (202) 245-6288.

V. Application Review Information

1. Selection Criteria: The selection criteria for this program are from 34 CFR 75.210 and are listed in the application package.

2. Review and Selection Process: We remind potential applicants that in reviewing applications in any discretionary grant competition, the Secretary may consider, under 34 CFR 75.217(d) (3), the past performance of the applicant in carrying out a previous award, such as the applicant's use of funds, achievement of project objectives, and compliance with grant conditions. The Secretary may also consider whether the applicant failed to submit a timely performance report or submitted a report of unacceptable quality.

In addition, in making a competitive grant award, the Secretary also requires various assurances including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department of Education (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

3. Special Conditions: Under 34 CFR 74.14 and 80.12, the Secretary may impose special conditions on a grant if the applicant or grantee is not financially stable; has a history of unsatisfactory performance; has a financial or other management system that does not meet the standards in 34 CFR parts 74 or 80, as applicable; has not fulfilled the conditions of a prior grant; or is otherwise not responsible.

VI. Award Administration Information

1. Award Notices: If your application is successful, we notify your U.S. Representative and U.S. Senators and send you a

Grant Award Notification (GAN). We may notify you informally, also.

If your application is not evaluated or not selected for funding, we notify you.

2. Administrative and National Policy Requirements: We identify administrative and national policy requirements in the application package and reference these and other requirements in the Applicable Regulations section of this notice.

We reference the regulations outlining the terms and conditions of an award in the Applicable Regulations section of this notice and include these and other specific conditions in the GAN. The GAN also incorporates your approved application as part of your binding commitments under the grant.

3. Reporting: (a) If you apply for a grant under this competition, you must ensure that you have in place the necessary processes and systems to comply with the reporting requirements in 2 CFR part 170 should you receive funding under the competition. This does not apply if you have an exception under 2 CFR 170.110(b).

(b) At the end of your project period, you must submit a final performance report, including financial information, as directed by the Secretary. If you receive a multi-year award, you must submit an annual performance report that provides the most current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary

may also require more frequent performance reports under 34 CFR 75.720(c). For specific requirements on reporting, please go to <http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

4. Performance Measures: Under the Government Performance and Results Act of 1993 (GPRA), the following two performance measures will be used by the Department in assessing the success of the Program for North American Mobility in Higher Education:

(1) The extent to which funded projects are being replicated (i.e., adopted or adapted by others).

(2) The manner in which projects are being institutionalized and continued after funding.

If funded, you will be asked to collect and report data from your project on steps taken toward achieving the outcomes evaluated by these performance measures (i.e., institutionalization and replication). Consequently, applicants are advised to include these two outcomes in conceptualizing the design, implementation, and evaluation of their proposed projects. Institutionalization and replication are important outcomes that ensure the ultimate success of international consortia funded through this program.

5. Continuation Awards: In making a continuation award, the Secretary may consider, under 34 CFR 75.253, the extent to which a grantee has made "substantial progress toward meeting the objectives in its approved application." This consideration includes the review of a grantee's progress in meeting the

targets and projected outcomes in its approved application, and whether the grantee has expended funds in a manner that is consistent with its approved application and budget. In making a continuation grant, the Secretary also considers whether the grantee is operating in compliance with the assurances in its approved application, including those applicable to Federal civil rights laws that prohibit discrimination in programs or activities receiving Federal financial assistance from the Department (34 CFR 100.4, 104.5, 106.4, 108.8, and 110.23).

VII. Agency Contact

For Further Information Contact: Amy Wilson, International and Foreign Language Education Programs, U.S. Department of Education, Program for North American Mobility in Higher Education, 1990 K Street, NW., room 6082, Washington, DC 20006-8544. Telephone: (202) 502-7689.

If you use a TDD, call the FRS, toll free, at 1-800-877-8339.

VIII. Other Information

Accessible Format: Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or computer diskette) on request to the program contact person listed under For Further Information Contact in section VII of this notice.

Electronic Access to This Document: You can view this document, as well as all other documents of this Department published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/news/fedregister. To use PDF, you must have Adobe Acrobat Reader, which is available free at this site.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available via the Federal Digital System at:

www.gpo.gov/fdsys.

Dated: March 22, 2011

Eduardo M. Ochoa,
Assistant Secretary for
Postsecondary Education.

Authorizing Legislation
(20 U.S.C. 1138-1138d)

Higher Education Act of 1965
Title VII, Part B, Subparts 741-745
(As amended by the Higher Education Opportunity Act of 2008)

PART B — FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION

SEC. 741. FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

- (a) **AUTHORITY** — The Secretary is authorized to make grants to, or enter into contracts with, institutions of higher education, combinations of such institutions, and other public and private nonprofit institutions and agencies, to enable such institutions, combinations, and agencies to improve postsecondary education opportunities by—
- (1) the encouragement of reform and improvement of, and innovation in, postsecondary education and the provision of educational opportunity for all students, including nontraditional students;
 - (2) the creation of institutions, programs, and joint efforts involving paths to career and professional training, including—
 - (A) Efforts that provide academic credit for programs; and
 - (B) Combinations of academic and experiential learning;
 - (3) the establishment and continuation of institutions, programs, consortia, collaborations, and other joint efforts based on communications technology, including those efforts that utilize distance education and technological advancements to educate and train postsecondary students (including health professionals serving medically underserved populations);
 - (4) the carrying out, in postsecondary educational institutions, of changes in internal structure and operations designed to clarify institutional priorities and purposes;
 - (5) the design and introduction of cost-effective methods of instruction and operation;
 - (6) the introduction of institutional reforms designed to expand individual opportunities for entering and reentering postsecondary institutions and pursuing programs of postsecondary study tailored to individual needs;
 - (7) the introduction of reforms in graduate education, in the structure of academic professions, and in the recruitment and retention of faculties;
 - (8) the creation of new institutions and programs for examining and awarding credentials to individuals, and the introduction of reforms in current institutional practices related thereto;
 - (9) the introduction of reforms in remedial education, including English language instruction, to customize remedial courses to student goals and help students progress rapidly from remedial courses into core courses and through postsecondary program completion;
 - (10) the provision of support and assistance to partnerships between institutions of higher education and secondary schools with a significant population of students identified as late-entering limited English proficient students, to establish programs that—
 - (A) Result in increased secondary school graduation rates of limited English proficient students; and
 - (B) Increase the number of participating late-entering limited English proficient students who pursue postsecondary education;
 - (11) the creation of consortia that join diverse institutions of higher education to design and offer curricular and cocurricular interdisciplinary programs at the undergraduate and graduate levels, sustained for not less than a 5 year period, that—
 - (A) Focus on poverty and human capability; and
 - (B) Include—
 - (i) A service-learning component; and
 - (ii) the delivery of educational services through informational resource centers, summer institutes, midyear seminars, and other educational activities that stress the effects of poverty and how poverty can be alleviated through different career paths;
 - (12) the provision of support and assistance for demonstration projects to provide comprehensive support services to ensure that homeless students, or students who were in foster care or were a ward of the court at any time before the age of 13, enroll and succeed in postsecondary education, including providing housing to such students during periods when housing at the institution of higher education is closed or generally unavailable to other students; and

- (13) the support of efforts to work with institutions of higher education, and nonprofit organizations, that seek to promote cultural diversity in the entertainment media industry, including through the training of students in production, marketing, and distribution of culturally relevant content.
- (b) **PLANNING GRANTS** — The Secretary is authorized to make planning grants to institutions of higher education for the development and testing of innovative techniques in postsecondary education. Such grants shall not exceed \$20,000.
- (c) **CENTER FOR BEST PRACTICES TO SUPPORT SINGLE PARENT STUDENTS** —
 - (1) The Secretary is authorized to award one grant or contract to an institution of higher education to enable such institution to establish and maintain a center to study and develop best practices for institutions of higher education to support single parents who are also students attending such institutions.
 - (2) The Secretary shall award the grant or contract under this subsection to a four-year institution of higher education that has demonstrated expertise in the development of programs to assist single parents who are students at institutions of higher education, as shown by the institution's development of a variety of targeted services to such students, including on-campus housing, child care, counseling, advising, internship opportunities, financial aid, and financial aid counseling and assistance.
 - (3) The center funded under this section shall—
 - (A) Assist institutions implementing innovative programs that support single parents pursuing higher education;
 - (B) Study and develop an evaluation protocol for such programs that includes quantitative and qualitative methodologies;
 - (C) Provide appropriate technical assistance regarding the replication, evaluation, and continuous improvement of such programs; and
 - (D) Develop and disseminate best practices for such programs.
- (d) **PROHIBITION** —
 - (1) In general. — No funds made available under this part shall be used to provide direct financial assistance in the form of grants or scholarships to students who do not meet the requirements of section 484(a).
 - (2) Rule of construction. — Nothing in this subsection shall be construed to prevent a student who does not meet the requirements of section 484(a) from participating in programs funded under this part.
- (e) **PRIORITY** — In making grants under this part to any institution of higher education after the date of enactment of the Higher Education Opportunity Act, the Secretary may give priority to institutions that meet or exceed the most current version of ASHRAE/IES Standard 90.1 (as such term is used in section 342(a)(6) of the Energy Policy and Conservation Act (42 U.S.C. 6313(a)(6))) for any new facilities construction or major renovation of the institution after such date, except that this subsection shall not apply with respect to barns or greenhouses or similar structures owned by the institution.
- (f) **SCHOLARSHIP PROGRAM FOR FAMILY MEMBERS OF VETERANS OR MEMBERS OF THE MILITARY** —
 - (1) Authorization. — The Secretary shall enter into a contract with a nonprofit organization with demonstrated success in carrying out the activities described in this subsection to carry out a program to provide postsecondary education scholarships for eligible students.
 - (2) Definition of eligible student.--In this subsection, the term 'eligible student' means an individual who is enrolled as a full-time or part-time student at an institution of higher education (as defined in section 102) and is—
 - (A) A dependent student who is a child of—
 - (i) An individual who is—
 - (I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or
 - (II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);
 - or
 - (ii) A veteran who—
 - (I) served or performed, as described in clause (i), since September 11, 2001; and
 - (II) died, or has been disabled, as a result of such service or performance; or
 - (B) An independent student who—
 - (i) is a spouse of an individual who is—
 - (I) serving on active duty during a war or other military operation or national emergency (as defined in section 481); or
 - (II) Performing qualifying National Guard duty during a war or other military operation or national emergency (as defined in section 481);

- (ii) Was (at the time of death of the veteran) a spouse of a veteran who—
 - (I) served or performed, as described in clause (i), since September 11, 2001; and
 - (II) died as a result of such service or performance; or
 - (iii) Is a spouse of a veteran who—
 - (I) served or performed, as described in clause (i), since September 11, 2001; and
 - (II) has been disabled as a result of such service or performance.
- (3) Awarding of scholarships. —Scholarships awarded under this subsection shall be awarded based on need with priority given to eligible students who are eligible to receive Federal Pell Grants under subpart 1 of part A of title IV.
- (4) Maximum scholarship amount. —The maximum scholarship amount awarded to an eligible student under this subsection for an award year shall be the lesser of \$5,000, or the student's cost of attendance (as defined in section 472).
- (5) Amounts for scholarships. —All of the amounts appropriated to carry out this subsection for a fiscal year shall be used for scholarships awarded under this subsection, except that the nonprofit organization receiving a contract under this subsection may use not more than one percent of such amounts for the administrative costs of the contract.

SEC. 742. BOARD OF THE FUND FOR THE IMPROVEMENT OF POSTSECONDARY EDUCATION.

- (a) ESTABLISHMENT — There is established a National Board of the Fund for the Improvement of Postsecondary Education (in this part referred to as the 'Board'). The Board shall consist of 15 members appointed by the Secretary for overlapping 3-year terms. A majority of the Board shall constitute a quorum. Any member of the Board who has served for 6 consecutive years shall thereafter be ineligible for appointment to the Board during a 2-year period following the expiration of such sixth year.
- (b) MEMBERSHIP — The Secretary shall designate one of the members of the Board as Chairperson of the Board. A majority of the members of the Board shall be public interest representatives, including students, and a minority shall be educational representatives. All members selected shall be individuals able to contribute an important perspective on priorities for improvement in postsecondary education and strategies of educational and institutional change.
- (c) DUTIES — The Board shall—
 - (1) Advise the Secretary on priorities for the improvement of postsecondary education and make such recommendations as the Board may deem appropriate for the improvement of postsecondary education and for the evaluation, dissemination, and adaptation of demonstrated improvements in postsecondary educational practice;
 - (2) advise the Secretary on the operation of the Fund for the Improvement of Postsecondary Education, including advice on planning documents, guidelines, and procedures for grant competitions prepared by the Fund; and
 - (3) Meet at the call of the Chairperson, except that the Board shall meet whenever one-third or more of the members request in writing that a meeting be held.
- (d) INFORMATION AND ASSISTANCE — The Secretary shall make available to the Board such information and assistance as may be necessary to enable the Board to carry out its functions.

SEC. 743. ADMINISTRATIVE PROVISIONS.

The Secretary may appoint, for terms not to exceed 3 years, without regard to the provisions of title 5, United States Code, governing appointments in the competitive service, not more than 7 technical employees to administer this part who may be paid without regard to the provisions of chapter 51 and subchapter III of chapter 53 of such title relating to classification and General Schedule pay rates.

SEC. 744. SPECIAL PROJECTS.

- (a) GRANT AUTHORITY — The Secretary is authorized to make grants to institutions of higher education, or consortia thereof, and such other public agencies and nonprofit organizations as the Secretary deems necessary for innovative projects concerning one or more areas of particular national need identified by the Secretary.
- (b) APPLICATION — No grant shall be made under this part unless an application is made at such time, in such manner, and contains or is accompanied by such information as the Secretary may require.
- (c) AREAS OF NATIONAL NEED — Areas of national need shall include at a minimum, the following:
 - (1) Institutional restructuring to improve learning and promote productivity, efficiency, quality improvement, and cost reduction.

- (2) Improvements in academic instruction and student learning, including efforts designed to assess the learning gains made by postsecondary students.
- (3) Articulation between two- and four-year institutions of higher education, including developing innovative methods for ensuring the successful transfer of students from two- to four-year institutions of higher education.
- (4) Development, evaluation, and dissemination of model courses, including model courses that—
 - (A) Provide students with a broad and integrated knowledge base;
 - (B) include, at a minimum, broad survey courses in English literature, American and world history, American- political institutions, economics, philosophy, college-level mathematics, and the natural sciences; and
 - (C) Include study of a foreign language that leads to reading and writing competency in the foreign language.
- (5) International cooperation and student exchanges among postsecondary educational institutions.
- (6) Support of centers to incorporate education in quality and safety into the preparation of medical and nursing students, through grants to medical schools, nursing schools, and osteopathic schools. Such grants shall be used to assist in providing courses of instruction that specifically equip students to—
 - (A) Understand the causes of, and remedies for, medical error, medically induced patient injuries and complications, and other defects in medical care;
 - (B) Engage effectively in personal and systemic efforts to continually reduce medical harm; and
 - (C) Improve patient care and outcomes, as recommended by the Institute of Medicine.

SEC. 745. AUTHORIZATION OF APPROPRIATIONS.

There are authorized to be appropriated to carry out this part such sums as may be necessary for fiscal year 2009 and each of the five succeeding fiscal years.

Executive Order 12372

Intergovernmental Review of Federal Programs

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants_spoc

Absent specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the actual application notice to the following address: The Secretary, EO 12372--CFDA# [commenter must insert number--including suffix letter, if any], U.S. Department of Education, room 7E200. 400 Maryland Avenue, SW., Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (eastern time) on the closing date indicated in this notice.

Important note: The above address is not the same address as the one to which the applicant submits its completed applications. Do not send applications to the above address.

General Education Provisions Act (GEPA) Notice to Applicants

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Public Law (P.L.) 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs. This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single

narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Public Law 103-382). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1894-0005.

Government Performance and Results Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 2007-2012. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Improve student achievement, with a focus on bringing all students to grade level in reading and mathematics by 2014

Goal 2: Increase the academic achievement of all high school students

Goal 3: Ensure the accessibility, affordability, and accountability of higher education, and better prepare students and adults for employment and future learning.

What are the performance indicators for the North American grant program?

The indicators for the program are part of the Department's plan for meeting Goal 3.

Performance is focused on 1) the extent to which funded projects are being replicated—i.e., adopted or adapted—by others; and 2) the manner in which projects are being institutionalized and continued after grant funding. These two results constitute indicators of the success of our program. Consequently, applicants for these grants are advised to give careful consideration to these two outcomes in conceptualizing the design, implementation, and evaluation the proposed project. Consideration of these outcomes is an important part of many of the review criteria. Thus, it is important to the success of your application that you include these objectives and their measure. If funded, you will be asked to collect and report data from your project on these indicators.

An applicant that receives a grant award will be required to submit annual progress reports and a final report as a condition of the award. The reports will document the extent to which project goals and objectives are met. Currently, the forms for these reports can be viewed at <http://www2.ed.gov/programs/fipsenortham/performance.html>

Instructions for Proposal Narrative

The project narrative contains a description of the nature and the scope of the project and should include the following information about the program of study: What is the name of the designated program of study? How does the proposed program of study contribute to the vitality of developing a North American dimension? How is the program of study innovative? How will student results be evaluated? What is the plan for recruiting students? What is the plan for second language training and assessment? What will the national and international consequences of a successful completion of the project be? How are other institutions of higher education likely to benefit or learn from your experience in ways that would enable them to provide a North American perspective to your discipline or profession?

Carefully describe the project, its objectives, strategies for achieving these objectives, and for each year of the project, the expected outcomes, and how success in achieving these objectives will be evaluated. Each application must include an evaluation plan aimed at measuring success of the project activities and outcomes through solid quantitative and qualitative evidence. This plan must be coordinated among partners to ensure that the success being measured is consortia-wide.

Provide a clear description of the roles of each partner. The description should cover who will do what, when, where and with what anticipated results. Your strategy should be carefully designed to address the central purpose of your project.

In order to be competitive, proposals should aim at the full integration of students into the normal academic and cultural milieu of the host institution and community. Students should take most, or all, of their courses from the regular offerings at the host institution alongside native students, rather than special courses for foreign students. Proposals must include the following:

1. Innovative Curricula

The proposal should address an important curricular problem or need and describe a strategy to address it. This must be a curriculum and a methodology that has a clearly defined North American perspective. It should indicate how the project implements a new educational program or improves current practice to prepare students to work in and understand an international context. Details should be provided on the program of study in terms of courses, research training, internships, or work placements that the students might typically take at both the home and host institutions. It should be indicated whether the proposed curriculum is based on existing courses offered at partner institutions or will involve new or modified courses that are to be developed by the consortium. The proposal must address how the student's study abroad will be integrated into their existing academic program. Include information about all additional activities, which may include intensive programs, faculty exchanges, development of teaching materials, and the use of new technologies and/or integration of distance learning. Applications that do not have a defined curriculum and focus just on student mobility will not be competitive.

2. Designated Programs or International Certificates

U.S. students must engage in a program of study that carries a special designation. Proposals will implement international certificates in new or existing disciplines. This applies only to the U.S. partners of consortia. The certificate may be called by a variety of names such as minor, track, specialization, concentration, or another term. All the partner schools may institute such a program of study or just the U.S. institutions. Such a designation may not exist at all institutions in Canada or Mexico. In such a case, only the U.S. institutions will offer the certificate for U.S. students. Offering the same certificate to Canadian and Mexican students may be an option for U.S. schools, but is not a requirement. As an example, the U.S. partners may propose to develop a certificate or concentration in North American trade policy for their business and marketing majors. This might include more courses than taken typically in one academic term abroad. U.S. students would take some courses prior to the study abroad, continue taking courses or participating in an internship at the host institution and then complete the certificate upon return to the home institution. The designated program should be integrated into the regular program of study and must be recognized in the U.S. diploma and transcript.

3. Language Training and Assessment

Explain in detail how students will gain second language proficiency in order to participate in studies at the host institution. Indicate what level of language proficiency is targeted and why, as well as the resources that will be drawn upon to assist in meeting objectives in this area. Include information about how students will be assessed prior to and on return from study abroad. Clearly indicate the level of proficiency and amount of academic coursework that students must have prior to study abroad. Language assessment for all U.S. students is a requirement of the U.S. application and is supported by an allocation in the budget. Students must be assessed prior to the study abroad and upon return. Reporting on language skills is a requirement of the annual performance report.

4. Evaluation

The evaluation should present 2-5 main project goals centering on educational outcomes for postsecondary students, or professional development of those working in the field of postsecondary education. The evaluation plan should focus on gains or changes in student knowledge, skills, behaviors, and/or attitudes. Explain the data gathering procedures you plan to use to monitor and assess progress toward your educational aims. When describing the measurement instruments (surveys, interviews, focus groups, assessments of e-portfolios or capstone projects, measures of class performance, scores on standardized tests, etc.), be sure to mention why they are appropriate to gauging the success of your project.

The evaluation section of the application should make a convincing case to the reviewers that at the conclusion of the grant you would be in a position to discuss the extent to which learning outcomes and/or professional development goals have been achieved. Provide evidence that you have thought about how you will know what worked, what didn't work as planned, and what adjustments could be made to enhance program outcomes in the future. An evaluation section

that states that you will discuss program administration, describe your activities, and the present the results of a satisfaction survey will be considered a *poor* evaluation plan.

Although an evaluation may not be required by Canada or Mexico, you should share it with your colleagues. As such the evaluation is part of the narrative.

5. Organizational Frameworks for Students

The proposal should identify the students who will participate. It should explain how long a student will be studying abroad and how credit for academic work at the partner institution will be transferred to or recognized by the home institution. The proposal should include full transfer and/or recognition of credit for study abroad. Proposals that involve study abroad resulting in fewer academic credits than a comparable stay at home are less competitive for funding. Students' participation in the project should not prolong their academic program of study.

6. Faculty Mobility and Collaboration

North American program projects will be expected to arrange for mobility of faculty and academic staff members to carry out teaching residencies and research assignments related to the program, and may receive funding specified for this purpose. Support for faculty mobility includes travel to attend the annual meeting, additional meetings of the consortium, plus teaching and research residencies at partner institutions. Please note that Canada, Mexico, and the United States provide different levels of funding for faculty mobility. See the budget instructions for each country on faculty mobility.

7. Work Placements or Apprenticeships

Proposals which involve work experience should address how student work placement and apprenticeship opportunities in all three countries will be established and organized. Include information on the proposed length of these opportunities, the applicable academic credits, and how this conforms to the applicable laws and regulations of the host country.

8. Students

The proposal should focus on the impact on students and address student mobility in detail. It should consider the value that the project adds to the particular field(s) of study through a North American approach and how students will benefit academically and professionally from such a trilateral perspective. Particular attention should be given to following areas:

Numbers, Recruitment, and Selection

For four year projects, each of the two partner institutions in a country is expected to move ten students over the life of the project. This means that the two U.S. partner schools would move 20 students over a four-year period. Each trilateral or six-institution consortium would move a total of 60 students over a four-year period.

For three year projects, each institution in a country is expected to move eight students over the life of the project. Each trilateral or three-institution consortium would move a total of 24 students over a three-year period.

Proposals should identify an approach for selecting student participants. Every effort should be made to ensure that participants form a broad representation of the student population, with respect to ethnicity, gender, and economic status. The sending institution will recruit and select exchange students based on compliance with its own criteria and criteria developed in collaboration with partner institutions.

The sending institution will ensure that all selected participants meet the basic program eligibility criteria. Canada and Mexico have specific requirements to qualify for student participation in the program. In the United States students must be U.S. citizens or permanent residents.

Academic Credit

Measures to ensure full academic recognition of the period abroad are a key feature. Students should receive assurance in advance from their home institution that the study abroad will be fully credited upon their return, assuming their work has been completed successfully, and that such work will be evaluated according to standards commensurable with those of the home institution. A signed agreement including tuition, academic credit, and certificate recognition, if applicable, must be signed by participating institutions and submitted by June 1 of the first year of funding. The study period abroad may include, as appropriate, practical work placement where this is recognized as fulfilling part of the credential requirement.

The content of the study program must be agreed to in writing by the home and host institutions and the individual student concerned before departure. This should indicate the home institution assurance that the study abroad, if successfully completed, will be recognized as fulfilling a comparable period of study in the home institution.

Language and Cultural Study

Proposals must clearly indicate how partner institutions will prepare students for cultural and linguistic training. This includes a means for determining whether students have sufficient language proficiency in English, French, or Spanish to study in the language of the host country, and a strategy for ensuring that students can acquire this level of proficiency.

All students must receive language and cultural preparation for their stay in a country whose official language(s) is/are not their own. This must be done before their departure and during their stay abroad. Proposals must include specific details regarding what institutional will be used to prepare outgoing and/or incoming students. The U.S. application requires specific plans for language study and assessment prior to and returning from study abroad. The U.S. budget contains funds for language assessment.

Duration

Participating students from all partner institutions are provided stipends for study at one or more foreign partner institutions for a period of not less than one full academic term and not more than 12 months. Study abroad during the summer must be equivalent to the length of an academic term (10 weeks). Proposals that propose shorter periods of study abroad will not be competitive.

Stipends

Study abroad students will pay the usual tuition and fees at their home institution and should incur no additional fees or payments from the host institution. This includes fees for tuition, registration, examinations, and the use of library and laboratory facilities. Students may use a portion of their stipends to pay for language instruction at the host institution and for health insurance required by some host institutions. During the study period abroad, students should continue to receive, and not incur a reduction of, any grants or loans to which they are normally entitled.

Student stipends are not scholarships or fellowships. They are intended to offset the additional costs incurred by traveling and living abroad. In other words, travel stipends are not intended to pay for the full cost of study abroad, only the difference between study at home versus study abroad. In the U.S. budget students receive a fixed stipend. See the budget instructions for more details.

Services

Proposals must include plans regarding support that will be provided to students at both the home and host institutions in all three countries. The aim is to ensure that students are well prepared for a foreign study experience and that they will be received in an appropriate manner at host institutions. The application should therefore include details about pre-departure orientation activities at the home institutions, as well as reception and orientation activities at receiving institutions. It should also identify how returning students will be integrated into their home institutions following their international study experiences.

Instructions for Application Forms and Attachments

Applicants are reminded that each of the applicant institutions in the United States, Mexico, and Canada, together with their partner institutions, comprise a North American consortium and must prepare a common proposal that contains sufficient information and details to allow the reviewers in the three countries to judge the capacity of the consortium to meet the objectives of the North American Program. Only applications submitted by one lead institution respectively in the U.S., Canada, and Mexico will be eligible for this competition.

Read and pay close attention to the program specific instructions written below. The application consists of four parts.

PART I, 424 FORMS

1. TITLE PAGE: Standard Form 424—Application for Federal Assistance

Follow the enclosed instructions. You must complete this form first. Do not attach any files to SF 424. The project title should be the same for each country.

2. SUPPLEMENTAL INFORMATION FORM FOR SF 424

Follow the enclosed instructions. On the question of human subjects research (item 3), the Department of Education has determined that this application and the proposed activities do not constitute human subjects research. However, the applicant institution or the partner institution may choose to use internal controls for human subjects if deemed applicable.

PART II, 524 FORMS

3. DEPARTMENT OF EDUCATION BUDGET FORM (ED Form 524)

The North American program uses standard federal forms for project budgets. The standard forms include general instructions that you should read. However, the instructions below are specifically written for the North American program and must be followed carefully as you fill out the federal forms. Note that the budget must be completed as a single budget even if there is more than one partner institution in the U.S. consortium. An explanation of the funds to be shared (subcontract) with partner institutions may be detailed in a budget narrative but there is no separate line item for partner institutions in the budget. All line items must be entered in whole U.S. dollars. If you have questions about the budget, contact the program official listed in the guidelines.

Section A – Department of Education Funds

Name of Institution/Organization: Fill in name of the U.S. applicant institution/organization.

1. Personnel: Enter annual amounts and totals for salaries and wages for all partners. The amount for salaries and benefits is best calculated after consideration of the minimum required travel, evaluation, and student and faculty travel stipends listed below.

2. Fringe Benefits: Enter annual amounts and totals for all partners.

3. Travel: There are three categories of travel: the annual meeting for all project partners; individual consortium meetings at partner institutions; and faculty mobility or travel stipends for teaching residencies and research at partner universities in Mexico and Canada. We suggest that a consortium meet twice in each year of the grant.

Faculty mobility stipends are intended for teaching and research at partner institutions. Faculty mobility stipends should not exceed four weeks and may not be used for salary. Faculty mobility stipends are limited to faculty directly involved with the project.

4. Equipment: Leave blank.

5. Supplies: Enter annual amounts and totals for U.S. partners.

6. Contractual: This budget category includes evaluation expenses. The average amount for evaluation costs is \$2,000 per year, but you may budget more or less. With each annual performance report you will be required to submit an evaluation report.

7. Construction: Leave blank

8. Other: This budget category includes language assessments and [non-travel] meeting costs. The average amount for language assessment is \$1,500 each year, but you may budget more or less. In the third year, budget \$8,000 for meeting costs.

You may use line 8 for additional funds but you must carefully distinguish between language assessments and other funds with an explanation in the budget narrative.

9. Total Direct Cost: Enter totals for lines 1-8.

10. Indirect Costs: The indirect cost for grants in the North American Program is limited to 8%. This rate applies to all U.S. partners in the consortium. Indirect costs may be taken from direct costs (student stipends are not considered direct costs and therefore should not be included in the 8% calculation). However, the annual amounts for evaluation on line 6 and the language assessments under line 8 must be kept intact since they are directly related to reportable outcomes. If your institution does not have a negotiated rate at the time of application, you may not receive 8%. Instead, all requested funds should be put into the direct cost lines of the budget.

11. Training Stipends (Language and Mobility): Each U.S. student participating in the North American program receives a \$5,000 stipend. Do not budget student stipends in year one unless the Memorandum of Understanding with the partner institutions are already signed. Students may use up to \$1,000 of the stipend for language instruction at home or abroad.

For three-year, three-partner grants the U.S. partner must budget for eight students. Enter \$20,000 in years two and three for a total of \$40,000.

For four-year, six-partner grants the U.S. partners must budget for 20 students. In year two budget \$30,000. In years three and four budget \$35,000 for student stipends. The total four-year student mobility award is \$100,000.

Note that student mobility stipends are for supporting study abroad for a full academic term and are defined as “training stipends.” The stipends are restricted to student use and may not be transferred to any other line item in the budget. Consistent with EDGAR 75.562, c, and 75.564, student mobility stipends are not subject to indirect cost.

12. Total requested from ED (lines 9 + 11): For a three-year, three-partner grant the maximum award for each year is \$30,000 and the total award for three years is \$90,000. For a four-year, six-partner grant the first year is \$30,000. Years two, three and four are funded at \$50,000 for a total award of \$180,000. No awards will be made above these annual and total amounts. There is no advantage in asking for less than these amounts.

Indirect Cost Information:

If you are requesting reimbursement for indirect costs, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the federal government. (2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED or another federal agency (Other) issued the approved agreement. If you check “Other,” specify the name of the federal agency that issued the approved agreement. (3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B, Non-Federal Funds

The North American program does not require cost sharing. If your institution fills in this section, you will be held responsible for the cost share commitment.

Section C, Budget Narrative

The budget narrative must be line item specific and be attached in the Budget Narrative Attachment Form.

PART III, ATTACHMENTS

All attachments must be in .pdf format.

4. ED Abstract Form. This is where you attach the two-page summary of the project including the following:

- Title of the project
- Names of all partner institutions
- Contact information, including name, title, mailing address, telephone, fax, e-mail address, website, and designation (US lead, US partner, etc) for a person at each institution
- Project abstract limited to 200 words

5. Project Narrative Attachment Form

This is the central part of your application. Read carefully the “Proposal” section of these guidelines. The limit is 5,000 words.

6. Budget Narrative Attachment Form

You must attach a budget narrative. Be sure to explain each line item numbered according to the budget form. This is where you may describe the various costs that will be part of the partner’s participation in the project.

7. Other Attachment Form

You can attach multiple documents using this form. These documents do not count towards the 5,000 word limit for the project narrative.

Please attach the following:

Personnel Information. The qualifications of the project director and key personnel related to the project should be clearly stated. For this purpose, submit a one-page bio or resume, highlighting only relevant skills and experience related to the application. Do NOT submit a standard curriculum vitae or any document longer than one page per person. In place of one-page resumes, you may submit a paragraph for each person related to the project.

Timeline. List key project objectives, major activities and expected results. Use the same grid for each year of your project with one page per year displayed.

Endorsement Letters. The applicant must provide a letter of support from the senior executive officer of each academic partner in the three countries, indicating how this project fits within the academic exchange policy and the international strategy of the institution, and emphasising what this project will add to that strategy. The letter should address any travel and security concerns related to Mexico and Canada, as well as any

applicable institutional policies that would affect faculty or student travel. Other major parties involved in the consortium should also indicate in writing their commitment to this project.

PART IV, ASSURANCES, CERTIFICATIONS AND SURVEY FORMS

8. GEPA Section 427 Form

9. Grants.gov Lobbying Form

10. Survey on Ensuring Equal Opportunity for Applicants

11. Disclosure of Lobbying Activities (SF-LLL)

12. Assurances – Non-Construction Programs (SF 424B)

SUBMISSION

Information for Canadian applicants:

Tom McCloskey
Program for North American Mobility in Higher Education
International Academic Mobility
Learning Branch
Human Resources and Skills Development Canada
Tel: (819) 997-2720 Fax: 819-994-3935
e-mail: iam-mai.response-response@hrsdc-rhdsc.gc.ca
Application web site:
http://www.hrsdc.gc.ca/eng/learning/exchanges/iam/2011/north_american/index.shtml

Information for Mexican applicants:

Antonio Pimentel Avila
Programa para la Movilidad en la Educación
Superior en America del Norte
Dirección de Proyectos Especiales
Av. Jose Antonio Torres No. 661
Col. Asturias
Delegacion Cuauhtemoc
C.P. 06890 México, D.F.
Fax: 011-(525) 55-30037763
e-mail: apimentel@sep.gob.mx
Application web site: www.sep.gob.mx

Information for U.S. applicants:

Amy Wilson
U.S. Department of Education
International and Foreign Language Education Service
1990 K Street, NW, 6th Floor
Washington, D.C. 20006-8521
Tel: 202-502-7689
Fax: 202-502-7860
amy.wilson@ed.gov

Jessica Barrett Simpson
U.S. Department of Education
International and Foreign Language Education Service
1990 K Street, NW, 6th Floor
Washington, D.C. 20006-8521
Tel: 202-502-7794
Fax: 202-502-7860
jb.simpson@ed.gov

APPLICATION CHECKLIST

Only applications that are submitted in Canada, Mexico, and the U.S. by the closing date are eligible for funding. The one part that is common to all three applications is the project narrative. The common narrative may not exceed 5000 words. Each U.S. application for the North American program is comprised of standard forms and attachments. Read the program instructions for completing the application package.

Part I, 424 Forms

1. Application for Federal Assistance – (SF 424)
2. Department of Education Supplemental Information Form for SF 424

Part II, 524 Forms

3. Department of Education Budget Form (SF 524)
 - Section A, Department of Education Funds
 - Section B, Non-Federal Funds
 - Section C, Budget Narrative

Part III, Attachments

4. ED Abstract Form
5. Project Narrative Attachment Form
6. Budget Narrative Attachment Form
7. Other Attachment Form (personnel, timetable, letters, and additional attachments)

Part IV, Assurances, Certifications, and Survey Forms

8. GEPA Section 427 Form
9. Certification Regarding Lobbying Form
10. Survey Instructions on Ensuring Equal Opportunity for Applicants
11. Disclosure of Lobbying Activities (SF-LLL)
12. Assurances – Non-Construction Programs (SF 424B)

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1840-0702**. The time required to complete this information collection is estimated to average 30 hours for the project director per application, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** International and Foreign Language Education, Office of Postsecondary Education, U.S. Department of Education, 1990 K Street, N.W., 6th Floor, Washington, D.C. 20202-4651.

INSTRUCTIONS FOR THE SF-424

This is a standard form required for use as a cover sheet for submission of pre-applications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the federal agency (agency). Required fields on the form are identified with an asterisk (*) and are also specified as "Required" in the instructions below. In addition to these instructions, applicants must consult agency instructions to determine other specific requirements.

Item	Entry:	Item:	Entry:
1.	Type of Submission: (Required) Select one type of submission in accordance with agency instructions. <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – Check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this form to submit changes after the closing date. 	10.	Name Of Federal Agency: (Required) Enter the name of the federal agency from which assistance is being requested with this application.
		11.	Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.
2.	Type of Application: (Required) Select one type of application in accordance with agency instructions. <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision - Any change in the federal government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. A. Increase Award D. Decrease Duration B. Decrease Award E. Other (specify) C. Increase Duration	12.	Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number (FON) and title of the opportunity under which assistance is requested, as found in the program announcement.
		13.	Competition Identification Number/Title: Enter the competition identification number and title of the competition under which assistance is requested, if applicable.
		14.	Areas Affected By Project: This data element is intended for use only by programs for which the area(s) affected are likely to be different than the place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Add attachment to enter additional areas, if needed.
3.	Date Received: Leave this field blank. This date will be assigned by the Federal agency.	15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
4.	Applicant Identifier: Enter the entity identifier assigned by the Federal agency, if any, or the applicant's control number if applicable.		
5a.	Federal Entity Identifier: Enter the number assigned to your organization by the federal agency, if any.	16.	Congressional Districts Of: 16a. (Required) Enter the applicant's congressional district. 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters state abbreviation – 3 characters district number, e.g., CA-005 for California 5th district, CA-012 for California 12 district, NC-103 for North Carolina's 103 district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. If the program/project is outside the US, enter 00-000. This optional data element is intended for use only by programs for which the area(s) affected are likely to be different than place(s) of performance reported on the SF-424 Project/Performance Site Location(s) Form. Attach an additional list of program/project congressional districts, if needed.
5b.	Federal Award Identifier: For new applications, enter NA. For a continuation or revision to an existing award, enter the previously assigned federal award identifier number. If a changed/corrected application, enter the federal identifier in accordance with agency instructions.		
6.	Date Received by State: Leave this field blank. This date will be assigned by the state, if applicable.		
7.	State Application Identifier: Leave this field blank. This identifier will be assigned by the state, if applicable.		
8.	Applicant Information: Enter the following in accordance with agency instructions:		
	a. Legal Name: (Required) Enter the legal name of applicant that will undertake the assistance activity. This is the organization that has registered with the Central Contractor Registry (CCR). Information on registering with CCR may be obtained by visiting www.Grants.gov .	17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.

	b. Employer/Taxpayer Number (EIN/TIN): (Required) Enter the employer or taxpayer identification number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.	18.	Estimated Funding: (Required) Enter the amount requested, or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.																								
	c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting www.Grants.gov .	19.	Is Application Subject to Review by State Under Executive Order 12372 Process? (Required) Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.																								
	d. Address: Enter address: Street 1 (Required); city (Required); County/Parish, State (Required if country is US), Province, Country (Required), 9-digit zip/postal code (Required if country US).	20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of federal debt include; but, may not be limited to: delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.																								
	e. Organizational Unit: Enter the name of the primary organizational unit, department or division that will undertake the assistance activity.	21.	Authorized Representative: To be signed and dated by the authorized representative of the applicant organization. Enter the first and last name (Required); prefix, middle name, suffix. Enter title, telephone number, email (Required); and fax number. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain federal agencies may require that this authorization be submitted as part of the application.)																								
	f. Name and contact information of person to be contacted on matters involving this application: Enter the first and last name (Required); prefix, middle name, suffix, title. Enter organizational affiliation if affiliated with an organization other than that in 7.a. Telephone number and email (Required); fax number.																										
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0"> <tr> <td>A. State Government</td><td>M. Nonprofit</td></tr> <tr> <td>B. County Government</td><td>N. Private Institution of</td></tr> <tr> <td>C. City or Township Government</td><td>O. Higher Education</td></tr> <tr> <td>D. Special District Government</td><td>P. Individual</td></tr> <tr> <td>E. Regional Organization</td><td>P. For-Profit Organization (Other than Small Business)</td></tr> <tr> <td>F. U.S. Territory or Possession</td><td>Q. Small Business</td></tr> <tr> <td>G. Independent School District</td><td>R. Hispanic-serving Institution</td></tr> <tr> <td>H. Public/State Controlled Institution of Higher Education</td><td>S. Historically Black Colleges and Universities (HBCUs)</td></tr> <tr> <td>I. Indian/Native American Tribal Government (Federally Recognized)</td><td>T. Tribally Controlled Colleges and Universities (TCCUs)</td></tr> <tr> <td>J. Indian/Native American Tribal Government (Other than Federally Recognized)</td><td>U. Alaska Native and Native Hawaiian Serving Institutions</td></tr> <tr> <td>K. Indian/Native American Tribally Designated Organization</td><td>V. Non-US Entity</td></tr> <tr> <td>L. Public/Indian Housing Authority</td><td>W. Other (specify)</td></tr> </table>	A. State Government	M. Nonprofit	B. County Government	N. Private Institution of	C. City or Township Government	O. Higher Education	D. Special District Government	P. Individual	E. Regional Organization	P. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	Q. Small Business	G. Independent School District	R. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	S. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	T. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	U. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	V. Non-US Entity	L. Public/Indian Housing Authority	W. Other (specify)		<p>[U.S Department of Education note: As of spring, 2010, the FON discussed in Block 12 of the instructions can be found via the following URL: http://www.grants.gov/applicants/find_grant_opportunities.jsp]</p>
A. State Government	M. Nonprofit																										
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INSTRUCTIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION FOR SF 424

a. Project Director. Name, address, telephone and fax numbers, and e-mail address of the person to be contacted on matters involving this application.

2. Novice Applicant. Check “Yes” or “No” only if assistance is being requested under a program that gives special consideration to novice applicants. Otherwise, **leave blank**.

Check “Yes” if you meet the requirements for novice applicants specified in the regulations in 34 CFR 75.225 and included on the attached page entitled “Definitions for Department of Education Supplemental Information for SF 424.” By checking “Yes” the applicant certifies that it meets these novice applicant requirements. Check “No” if you do not meet the requirements for novice applicants.

3. Human Subjects Research. (See I. A. “Definitions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

If Not Human Subjects Research. Check “No” if research activities involving human subjects are not planned at any time during the proposed project period. The remaining parts of Item 3 are then not applicable.

If Human Subjects Research. Check “Yes” if research activities involving human subjects are planned at any time during the proposed project period, either at the applicant organization or at any other performance site or collaborating institution. Check “Yes” even if the research is exempt from the regulations for the protection of human subjects. (See I. B. “Exemptions” in attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”)

3a. If Human Subjects Research is Exempt from the Human Subjects Regulations. Check “Yes” if all the research activities proposed are designated to be exempt from the regulations. Insert the exemption number(s) corresponding to one or more of the six exemption categories listed in I. B. “Exemptions.” In addition, follow the instructions in II. A. “Exempt Research Narrative” in the attached page entitled “Definitions for Department of Education Supplemental Information For SF 424.”

3a. If Human Subjects Research is Not Exempt from Human Subjects Regulations. Check “No” if some or all of the planned research activities are covered (not exempt). In addition, follow the instructions in II. B. “Nonexempt Research Narrative” in the page entitled “Definitions for Department of Education Supplemental Information For SF 424

3a. Human Subjects Assurance Number. If the applicant has an approved Federal Wide (FWA) on file with the Office for Human Research Protections (OHRP), U.S. Department of Health and Human Services, that covers the specific activity, insert the number in the space provided. If the applicant does not have an approved assurance on file with OHRP, enter “None.” In this case, the applicant, by signature on the SF-424, is declaring that it will comply with 34 CFR 97 and proceed to obtain the human subjects assurance upon request by the designated ED official. If the application is recommended/selected for funding, the designated ED official will request that the applicant obtain the assurance within 30 days after the specific formal request.

Note about Institutional Review Board Approval. ED does not require certification of Institutional Review Board approval with the application. However, if an application that involves non-exempt human subjects research is recommended/selected for funding, the designated ED official will request that the applicant obtain and send the certification to ED within 30 days after the formal request.

Paperwork Burden Statement. *According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1894-0007. The time required to complete this information collection is estimated to average between 15 and 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form write directly to: Application Control Center, U.S. Department of Education, Potomac Center Plaza, 550 12th Street, S.W. Room 7076, Washington, D.C. 20202-4260.*

DEFINITIONS FOR DEPARTMENT OF EDUCATION SUPPLEMENTAL INFORMATION - SF 424 (Attachment to Instructions for Supplemental Information for SF 424)

Definitions:

Novice Applicant (See 34 CFR 75.225). For discretionary grant programs under which the Secretary gives special consideration to novice applications, a novice applicant means any applicant for a grant from ED that—

- Has never received a grant or subgrant under the program from which it seeks funding;
- Has never been a member of a group application, submitted in accordance with 34 CFR 75.127-75.129, that received a grant under the program from which it seeks funding; and
- Has not had an active discretionary grant from the Federal government in the five years before the deadline date for applications under the program. For the purposes of this requirement, a grant is active until the end of the grant's project or funding period, including any extensions of those periods that extend the grantee's authority to obligate funds.

In the case of a group application submitted in accordance with 34 CFR 75.127-75.129, a group includes only parties that meet the requirements listed above.

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

I. Definitions and Exemptions

A. Definitions.

A research activity involves human subjects if the activity is research, as defined in the Department's regulations, and the research activity will involve use of human subjects, as defined in the regulations.

—Research

The ED Regulations for the Protection of Human Subjects, Title 34, Code of Federal Regulations, Part 97, define research as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” *If an activity follows a deliberate plan whose purpose is to develop or contribute to generalizable knowledge it is research.* Activities which meet this definition constitute research whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities.

—Human Subject

The regulations define human subject as “a living individual about whom an investigator (whether professional or student) conducting research obtains (1) data through intervention or interaction with the individual, or (2) identifiable private information.” *(1) If an activity involves obtaining information about a living person by manipulating that person or that person's environment, as might occur when a new instructional technique is tested, or by communicating or interacting with the individual, as occurs with surveys and interviews, the definition of human subject is met. (2) If an activity involves obtaining private information about a living person in such a way that the information can be linked to that individual (the identity of the subject is or may be readily determined by the investigator or associated with the information), the definition of human subject is met.* [Private information includes information about behavior that occurs in a context in which an individual can reasonably expect that no observation or recording is taking place, and information which has been provided for specific purposes by an individual and which the individual can reasonably expect will not be made public (for example, a school health record).]

B. Exemptions.

Research activities in which the **only** involvement of human subjects will be in one or more of the following six categories of **exemptions** are not covered by the regulations:

(1) Research conducted in established or commonly accepted educational settings, involving normal educational practices, such as (a) research on regular and special education instructional strategies, or (b) research on the effectiveness of or the comparison among instructional techniques, curricula, or classroom management methods.

(2) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior, unless: (a) information obtained is recorded in such a manner that human subjects can be identified, directly or through identifiers linked to the subjects; and (b) any disclosure of the human subjects' responses outside the research could reasonably place the subjects at risk of criminal or civil liability or be damaging to the subjects' financial standing, employability, or reputation. ***If the subjects are children, exemption 2 applies only to research involving educational tests and observations of public behavior when the investigator(s) do not participate in the activities being observed.***

Exemption 2 does not apply if children are surveyed or interviewed or if the research involves observation of public behavior and the investigator(s) participate in the activities being observed. [Children are defined as persons who have not attained the legal age for consent to treatments or procedures involved in the research, under the applicable law or jurisdiction in which the research will be conducted.]

(3) Research involving the use of educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures, interview procedures or observation of public behavior that is not exempt under section (2) above, if the human subjects are elected or appointed public officials or candidates for public office; or federal statute(s) require(s) without exception that the confidentiality of the personally identifiable information will be maintained throughout the research and thereafter.

(4) Research involving the collection or study of existing data, documents, records, pathological specimens, or diagnostic specimens, if these sources are publicly available or if the information is recorded by the investigator in a manner that subjects cannot be identified, directly or through identifiers linked to the subjects.

(5) Research and demonstration projects which are conducted by or subject to the approval of department or agency heads, and which are designed to study, evaluate, or otherwise examine: (a) public benefit or service programs; (b) procedures for obtaining benefits or services under those programs; (c) possible changes in or alternatives to those programs or procedures; or (d) possible changes in methods or levels of payment for benefits or services under those programs.

(6) Taste and food quality evaluation and consumer acceptance studies, (a) if wholesome foods without additives are consumed or (b) if a food is consumed that contains a food ingredient at or below the level and for a use found to be safe, or agricultural chemical or environmental contaminant at or below the level found to be safe, by the Food and Drug Administration or approved by the Environmental Protection Agency or the Food Safety and Inspection Service of the U.S. Department of Agriculture.

II. Instructions for Exempt and Nonexempt Human Subjects Research Narratives

If the applicant marked “Yes” for Item 3 of Department of Education Supplemental Information for SF 424, the applicant must provide a human subjects “exempt research” or “nonexempt research” narrative. Insert the narrative(s) in the space provided. If you have multiple projects and need to provide more than one narrative, be sure to label each set of responses as to the project they address.

A. Exempt Research Narrative.

If you marked “Yes” for item 3 a. and designated exemption numbers(s), provide the “exempt research” narrative. The narrative must contain sufficient information about the

involvement of human subjects in the proposed research to allow a determination by ED that the designated exemption(s) are appropriate. The narrative must be succinct.

B. Nonexempt Research Narrative.

If you marked “No” for item 3 a. you must provide the “nonexempt research” narrative. The narrative must address the following seven points. Although no specific page limitation applies to this section of the application, be succinct.

(1) Human Subjects Involvement and Characteristics: Provide a detailed description of the proposed involvement of human subjects. Describe the characteristics of the subject population, including their anticipated number, age range, and health status. Identify the criteria for inclusion or exclusion of any subpopulation. Explain the rationale for the involvement of special classes of subjects, such as children, children with disabilities, adults with disabilities, persons with mental disabilities, pregnant women, prisoners, institutionalized individuals, or others who are likely to be vulnerable

(2) Sources of Materials: Identify the sources of research material obtained from individually identifiable living human subjects in the form of specimens, records, or data. Indicate whether the material or data will be obtained specifically for research purposes or whether use will be made of existing specimens, records, or data.

(3) Recruitment and Informed Consent: Describe plans for the recruitment of subjects and the consent procedures to be followed. Include the circumstances under which consent will be sought and obtained, who will seek it, the nature of the information to be provided to prospective subjects, and the method of documenting consent. State if the Institutional Review Board (IRB) has authorized a modification or waiver of the elements of consent or the requirement for documentation of consent.

(4) Potential Risks: Describe potential risks (physical, psychological, social, legal, or other) and assess their likelihood and seriousness. Where appropriate, describe alternative treatments and procedures that might be advantageous to the subjects.

(5) Protection Against Risk: Describe the procedures for protecting against or minimizing potential risks, including risks to confidentiality, and assess their likely effectiveness. Where appropriate, discuss provisions for ensuring necessary medical or professional intervention in the event of adverse effects to the subjects. Also, where appropriate, describe the provisions for monitoring the data collected to ensure the safety of the subjects.

(6) Importance of the Knowledge to be Gained: Discuss the importance of the knowledge gained or to be gained as a result of the proposed research. Discuss why the risks to subjects are reasonable in relation to the anticipated benefits to subjects and

in relation to the importance of the knowledge that may reasonably be expected to result.

(7) **Collaborating Site(s):** If research involving human subjects will take place at collaborating site(s) or other performance site(s), name the sites and briefly describe their involvement or role in the research.

Copies of the Department of Education's Regulations for the Protection of Human Subjects, 34 CFR Part 97 and other pertinent materials on the protection of human subjects in

*research are available from the U.S. Department of Education, Protection of Human Subjects Coordinator, Office of the Chief Financial Officer, LBJ Building, 400 Maryland Avenue, SW, Washington, D.C. 20202-4250, telephone: (202) 260-3353, and on the U.S. Department of Education's Protection of Human Subjects in Research Web Site:
<http://www.ed.gov/about/offices/list/ocfo/humansub.html>*

NOTE: The **State Applicant Identifier** on the SF 424 is for State Use only. Please complete it on the OMB Standard 424 in the upper right corner of the form (if applicable).

Instructions for ED 524

General Instructions

This form is used to apply to individual U.S. Department of Education (ED) discretionary grant programs. Unless directed otherwise, provide the same budget information for each year of the multi-year funding request. Pay attention to applicable program specific instructions, if attached. You may access the Education Department General Administrative Regulations, 34 CFR 74 – 86 and 97-99, on ED’s website at: <http://www.ed.gov/policy/fund/reg/edgarReg/edgar.html>

You must consult with your Business Office prior to submitting this form.

Section A - Budget Summary- U.S. Department of Education Funds

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-11.

Lines 1-11, columns (a)-(e): For each project year for which funding is requested, show the total amount requested for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If funding is requested for only one project year, leave this column blank.

Line 12, columns (a)-(e): Show the total budget request for each project year for which funding is requested.

Line 12, column (f): Show the total amount requested for all project years. If funding is requested for only one year, leave this space blank.

Indirect Cost Information: If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. (1): Indicate whether or not your organization has an Indirect Cost Rate Agreement that was approved by the Federal government.

If you checked “no,” ED generally will authorize grantees to use a temporary rate of 10 percent of budgeted salaries and wages subject to the following limitations:

(a) The grantee must submit an indirect cost proposal to its cognizant agency within 90 days after ED issues a grant award notification; and

(b) If after the 90-day period, the grantee has not submitted an indirect cost proposal to its cognizant agency, the grantee may not charge its grant for indirect costs until it has negotiated an indirect cost rate agreement with its cognizant agency.

(2): If you checked “yes” in (1), indicate in (2) the beginning and ending dates covered by the Indirect Cost Rate Agreement. In addition, indicate whether ED, another Federal agency (Other) or State agency issued the approved agreement. If you check “Other,” specify the name of the Federal or other agency that issued the approved agreement.

(3): If you are applying for a grant under a Restricted Rate Program (34 CFR 75.563 or 76.563), indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement or whether you are using a restricted indirect cost rate that complies with 34 CFR 76.564(c)(2). Note: State or Local government agencies may not use the provision for a restricted indirect cost rate specified in 34 CFR 76.564(c)(2). Check only one response. Leave blank, if this item is not applicable.

Section B - Budget Summary - Non-Federal Funds

If you are required to provide or volunteer to provide cost-sharing or matching funds or other non-Federal resources to the project, these should be shown for each applicable budget category on lines 1-11 of Section B.

Lines 1-11, columns (a)-(e): For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Lines 1-11, column (f): Show the multi-year total for each budget category. If non-Federal contributions are provided for only one year, leave this column blank.

Line 12, columns (a)-(e): Show the total matching or other contribution for each project year.

Line 12, column (f): Show the total amount to be contributed for all years of the multi-year project. If non-Federal contributions are provided for only one year, leave this space blank.

Section C - Budget Narrative [Attach separate sheet(s)] Pay attention to applicable program specific instructions, if attached.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B. For grant projects that will be divided into two or more separately budgeted major activities or sub-projects, show for each budget category of a project year the breakdown of the specific expenses attributable to each sub-project or activity.
2. For non-Federal funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
 - a. The specific costs or contributions by budget category;
 - b. The source of the costs or contributions; and
 - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services. [Please review ED’s general cost sharing and matching regulations, which include specific limitations, in 34 CFR 74.23, applicable to non-governmental entities, and 80.24, applicable to governments, and the applicable Office of Management and Budget (OMB) cost principles for your entity type regarding donations, capital assets, depreciation and use allowances. OMB cost principle circulars are available on OMB’s website at: <http://www.whitehouse.gov/omb/circulars/index.html>]
3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If you are requesting reimbursement for indirect costs on line 10, this information is to be completed by your Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which you are applying and/or your approved Indirect Cost Rate Agreement, some direct cost budget categories in your grant application budget may not be included in the base and multiplied by your indirect cost rate. For example, you must multiply the indirect cost rates of “Training grants” (34 CFR 75.562) and grants under programs with “Supplement not Supplant” requirements (“Restricted Rate” programs) by a “modified total direct cost” (MTDC) base (34 CFR 75.563 or 76.563). Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.

When calculating indirect costs (line 10) for “Training grants” or grants under “Restricted Rate” programs, you must refer to the information and examples on ED’s website at:

<http://www.ed.gov/fund/grant/apply/appforms/appforms.html>.

You may also contact (202) 377-3838 for additional information regarding calculating indirect cost rates or general indirect cost rate information.

5. Provide other explanations or comments you deem necessary.

Paperwork Burden Statement: According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is **1894-0008**. The time required to complete this information collection is estimated to vary from 13 to 22 hours per response, with an average of 17.5 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4537. If you have comments or concerns regarding the status of your individual submission of this form, write directly to (insert program office), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202.

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Survey On Ensuring Equal Opportunity for Applicants

Provide the applicant's (organization) name and DUNS number and the grant name and CFDA number.

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.

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